MISC.

1659

United Missionary Campaign

UNDER THE AUSPICES
OF THE

Home and Foreign Missions Boards of the United States and Canada

CONFERENCE MANUAL

9018 Metropolitan Building
NEW YORK

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FOREWORD

On March 19, 1913, at a meeting of representatives of the Home Missions Council of the United States and the Conference of Foreign Missions Boards of North America, a decision was reached to engage in a United Missionary Campaign for the purpose of introducing more adequate methods of missionary education and finance in the churches of North America, that they may discharge their full missionary obligation at home and abroad.

The following features have been approved by the Central Committee of the United Missionary Campaign.

1. The campaign is in behalf of missionary work both at home and abroad, and aims at the enlistment of the entire membership of all communions as intelligent and regular supporters of missions. One feature of the campaign is to be a nation-wide, simultaneous, every-member canvass for home and foreign missions and all regular benevolences in March, 1914, on the part of as many congregations as can be led to undertake it at that time (unless a communion decides upon some other period).

2. To prepare the congregations of the country for such a canvass, as many missionary conferences as possible between September 15, 1913, and February 15, 1914, will be held. The conferences will begin with an evening session and continue through the following day. Local committees will have large responsibilities in preparing for these conferences. The Executive Committee of the Laymen's Missionary Movement has been requested to organize and direct these interdenominational conferences and has consented to do so.

3. The campaign aims not only at securing larger missionary offerings, but at the develop-

ment of the latent spiritual resources of Christian people. Prayer, personal Bible study, personal service and stewardship will all be emphasized in their relation to Christian efficiency.

4. Deputation work by volunteer speakers will be undertaken as widely as possible to bring the inspiration and message of this united campaign to every community and every congregation.

5. The observance of Sunday, February 15, as Missionary Day, with exchange of pulpits wherever practicable, and with special missionary features in all the services of that day, in preparation for the simultaneous canvass for missions and benevolences in March.

6. The widest possible use of carefully selected and specially prepared missionary literature. In response to the invitation of the Central Committee, the Missionary Education Movement is giving special attention to this feature of the campaign.

7. A still larger and more general assistance of the public press in securing religious and missionary news, and in interpreting the spirit of Christianity as the spirit of individual and universal service and helpfulness.

PREPARATION FOR CONFERENCES

A Meeting for Organization

Invitations should be sent to every congregation in the conference territory to send its pastor and at least two laymen to this meeting, which should be held at least six weeks, and, if possible, some months, before the conference.

One or two well informed men should attend this meeting to explain the United Campaign, and to organize the forces for carrying out the plans suggested.

1. A conference should not be decided upon except with the hearty concurrence of the local clergy.

2. Date of conference.

If at all possible each city should accept the dates which are offered it in the regular schedule so as to save both time and expense.

3. Expenses.

The money to meet the expenses should be raised in advance of the conference by voluntary contributions so that there may be no financial appeals at the conferences and also to do away with the necessity of an enrolment fee. Under no circumstances should the amount needed be apportioned to the congregations.

Budget of Expenses for each Conference.

1. The expenses of preliminary organization and the hotel and traveling expenses of the speakers ($50 to $150).

The aim is to divide the program expenses of the entire campaign among the conference cities, large and small, upon an equitable basis. The sum mentioned does not include anything for salaries, these being otherwise provided for.

The money for the program expenses should be paid during the conference in a lump sum to the team leader, who will pay all hotel and traveling expenses of the team.

2. All other expenses of the conference, for such items as printed matter, stenographic service, extension work, etc., will be in addition to the program, the amount to be determined and administered by the local committee. In the larger cities it may be necessary to have an employed executive secretary for a month before the conference.

After the above points have been carefully considered and agreed upon, a nominating committee should be appointed to withdraw at once to nominate the following, who will compose the Executive Committee of the conference:

Chairman
Vice-Chairman
Secretary
Treasurer

Chairmen of the following sub-committees:

1. Arrangements
2. Publicity
3. Finance
4. Statistics
5. Education and Literature
6. Extension Work

The sub-committees should be appointed by the Executive Committee within twenty-four hours of the organization. Each member should be notified promptly of his appointment.

The committees should be composed of both clergymen and laymen.

A list of the officers of the Executive Committee and all sub-committees with their addresses and the communions to which they belong should be given immediately to the person making the preliminary arrangements for the conference.

DUTIES OF COMMITTEES

All committees should give much time to securing delegates for the conference, but there are certain other duties which may be delegated to separate committees.

I. The Executive Committee

1. The officers and chairmen of the sub-committees should constitute the Executive Committee.

2. The Executive Committee should make sure that the sub-committees do their work.

3. It should have at least the part time of a competent stenographer.

4. There should be a registration card to be signed by every prospective delegate but without a registration fee.

5. Special effort should be made to secure the official appointment of all church officers and missionary committee members as delegates to the conference. Ways and means should be devised for securing representatives from every congregation in the conference territory.

6. Committees should work not only through congregations, but also through such organizations as Bible classes, brotherhoods, Young Men's Christian Associations, and other organizations, to

secure the largest representation possible at the conference.

7. Each member of the committee should carry a supply of registration blanks and other printed matter about the conference in his pocket.

8. Keep a record of registrations by congregations. Post at the conference headquarters and publish in the local press.

II. The Committee on Arrangements

1. To secure the place where the conference is to be held, and make all necessary provision for its convenience and effectiveness.

The sessions of the conference should all be held at the same place, to make possible an exhibit of literature, and to avoid all confusion as to the place of each session.

2. To furnish pianist or organist, ushers, etc., at all sessions.

3. To arrange for the conference supper on the opening night where this is practicable. An inexpensive supper served by the ladies of the churches is most satisfactory. Where the conference opens on Sunday, the supper should be held Monday evening. It should be served as early as the men can be assembled, not later than six-thirty, and with the greatest possible promptness, so as to leave the evening free for the speaking part of the program. It is very important that there be no noise of dishwash-

ing to interfere with the after-supper speaking. Some otherwise good meetings have been spoiled by such disturbance.

4. Where advisable, arrange for a list of homes where accommodations may be secured by visiting delegates at a nominal charge.

III. The Committee on Publicity

1. To consist ordinarily of as many men as there are papers in the city.

2. To prepare information about the campaign for all the papers within the conference territory. Helpful material may be secured by applying to the Laymen's Missionary Movement, 1 Madison Avenue, New York. Business firms will often donate space for advertisements. Matter should be prepared for these advertisements with great care.

News items for the religious press should be prepared and forwarded by the men of each communion as far as possible.

3. To secure and use in the newspapers photographs, biographical sketches and outlines of addresses of all conference speakers, and as much other missionary news as possible. If possible arrange for a series of signed articles by local men, on different aspects of the United Missionary Campaign, and of the missionary problem. The papers will use large quantities of newsy material if it is provided for them.

4. To prepare printed matter, programs, folders, posters, enrolment blanks, and any other printed matter needed. The following is a sample form for an enrolment blank:

ENROLMENT CARD.

United Missionary Campaign Conference to be held at
(Name of Place.)
(Name of Church or Hall.)
(Date of Conference.)

Name .....
Address .....
Communion .....
Name of Church .....
Official position in congregation .....

It would be well if each congregation would appoint as delegates at least all of its official members and the members of its missionary committees, but while the attendance of the pastors and officers should be especially sought, yet a most urgent invitation should be given to all the members of the church and congregation to attend the sessions of the conference.

In addition a special meeting for women, and a united rally of young people's societies and Sunday-school officers

and teachers might well be arranged where practicable on Sunday afternoon or at 4.30 or 5.00 p.m., on the second day of the conference.

IV. The Committee on Finance

1. To secure the amount necessary to cover expenses. The best way is to raise the money privately from individuals without making any financial appeals to the congregations.

2. All bills to receive the O. K. of the chairman of the Finance Committee before payment by the Treasurer.

V. The Committee on Statistics

1. To be composed of one representative from each of the leading communions in the conference territory.

2. To secure the following statistics from the latest published reports of each denomination in the conference territory, prior to the opening of the conference. Print these statistics on a card in sufficient quantity so that each delegate to the conference may have one.

UNITED MISSIONARY CAMPAIGN—*(Place and Date of Conference)*

COMMUNIONS	Number of Congregations Reporting	Number of Members	Contributions to Congregational Expenses	Contributions to Missions and Benevolences in America	Contributions to Foreign Missions	Number of Subscribers to Missions and Benevolences	Weekly Average to Missions and Benevolences

VI. The Committee on Education and Literature

1. To make a survey of the missionary educational activities of the churches in the conference territory in advance of the conference.
2. To help secure the attendance of leaders in missionary education at the sessions of the conference.
3. To promote the organization of Missionary Discussion Groups, and other forms of missionary education after the conference.
4. To arrange the exhibit of literature which will be provided for each conference.
5. To attend to the distribution of any free literature.
6. To stimulate the sale of the pamphlets and books recommended at the conference in order that the results of the conference may thus be made more permanent.

VII. The Committee on Extension Work

1. To make a list of all the congregations in the district and secure a man in each congregation to take charge of registration therein, with as many helpers as may be necessary.
2. To enlist a number of speakers who will co-operate in visiting the congregations in the conference territory to promote the United Missionary Campaign, and to secure attendance at the conference.

3. Each congregation that has not already done so should be led to appoint a missionary committee in advance of the conference,

(a) To assist in securing delegates to the conference,

(b) To attend the conference for suggestions and instructions as to the follow-up work.

4. To make special effort to secure the attendance at the conference of all members of denominational missionary committees within the conference territory.

5. Following each conference, an organized effort should be made to reach all smaller communities and individual churches with the message and inspiration of the united campaign.

PROPOSED PROGRAM FOR CONFERENCES

The following statements will not necessarily be the topics on the printed program, but are suggestions only and subject to change to meet local conditions:

First Day

Evening—Two Addresses:

Points for Emphasis:

1. The Urgent and Unsolved Problems of Missions, both at home and abroad.
2. The Church's Undeveloped Resources of Service, Prayer and Treasure.
3. The Advantages of Working together co-operatively, as Denominations, in this United Campaign.
4. The United Campaign itself—its Method and immediate objective, the Canvass in March.
5. The Presentation of the Proposed Conference Policy for Adoption at closing session.

Second Day

Morning Session:

1. The Missionary Committee.
2. Best Methods of Missionary Education in the Local Church.

3. The Educational Program of the Home and Foreign Missions Boards for 1913-1914.

4. Individual Work for Individuals.

Luncheon Meeting:

To organize Extension Work throughout the District.

Afternoon Session:

1. The Simultaneous Canvass in March.

2. Prayer and Personal Bible Study as Means to Missionary Efficiency.

Supper:

Denominational meetings will be arranged where practicable.

Evening Session—Two Addresses:

1. Christian Stewardship as related to Missions.

2. A Summary of the Current Educational Plans of the Missions Boards and of the Methods and Results of the Every Member Canvass, to be followed by the adoption of the Policy.

3. Our Personal Relation to Christ and His Kingdom (including the Call for Recruits).

PROPOSED CONFERENCE POLICY

In view of the nation-wide every-member canvass for missions and benevolences to be made in March, 1914, we pledge our prayers and best efforts:

1. To the more thorough education of the membership of our own congregation concerning missionary work both at home and abroad.

2. To carry through an organized and complete personal canvass for missions and benevolences in our own congregation with the purpose of enlisting the entire membership as regular supporters of missions.

3. To extend the influence of this united campaign so far as we may be able throughout and beyond our own community and our own communion.

THE SIMULTANEOUS CANVASS

It should be clearly understood that the personal every-member canvass is to be made along congregational and denominational lines, each church making its own canvass in harmony with its own denominational policy. Many communions will provide one or more pieces of literature for general free distribution, and also suitable subscription cards for use in the canvass.

All denominational missionary committees should plan the full enlistment of all the congregations in their districts, to share in the campaign and the simultaneous canvass.

Correspondence regarding the interdenominational conferences should be directed to the headquarters of the Laymen's Missionary Movement in the State or Division, or to the general headquarters of the Movement, 1 Madison Avenue, New York.

Correspondence regarding other features of the United Missionary Campaign may be addressed to denominational headquarters, or the headquarters of the United Missionary Campaign, No. 9018 Metropolitan Building, New York.